

Government of Rajasthan
Rajasthan Medical Services Corporation Limited (RMSCL)
 Department of Medical, Health & Family Welfare Services
 Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

No./RMSCL/2011/19

Date 26-05-2011

Office Order

Following Officers of Rajasthan Medical Services Corporation Ltd. are assigned responsibilities as mentioned below:-

S.No.	Name of Officers	Responsibilities
1	Smt. Pushpa Satyani, E.D. RMSCL	<ul style="list-style-type: none"> ➤ Overall incharge. ➤ Depository of all booklets and Circulars. ➤ Establishment of RMSC. ➤ Office set up and organogram and bifurcation of SPO. ➤ Approval of posts for RMSCL from Finance Department.
2	Dr. Subhash Sharma, Store Purchase Officer	<ul style="list-style-type: none"> ➤ Making preparation for procurement. ➤ Preparation of bid document. ➤ Formulating bid conditions etc. ➤ Floating of tenders Bid evaluation
3	Dr. P.C. Ranka, Addl. Dir., RHSDP	<ul style="list-style-type: none"> ➤ Preparation of list of medicines for procurement. ➤ Co-ordination with CMHO's. ➤ Orientation Work Shop ➤ Assessment of demand from field health facilities.
4	Sh. Neelesh Sharma, CAO, Medical & Health (FW)	<ul style="list-style-type: none"> ➤ Placing of purchase orders. ➤ Operation of bank account. ➤ Incharge of Finance wing. ➤ Ensuring fund flow management. ➤ Disbursement. of payment to supplies. ➤ Procurement of office equipment, Stationary etc. ➤ Helping SSPO in preparation of bid document. ➤ Preparing of a schedule of delegation of financial & administrative powers.
5	Sh. Sanjay Pareek, DCO	<ul style="list-style-type: none"> ➤ Preparation/Finalization of EDL. ➤ Assisting Dr. Ranka and SSPO in procurement of drugs and related activities.

6	Sh. R.S. Thakur, Assistant Drug Controller	<ul style="list-style-type: none"> ➤ Empanelment of Laboratories for testing of drugs. ➤ All activities related to quality control of drugs.
7.	Sh. Naseem Ahmed. Sr. Consultant, SHRC	<ul style="list-style-type: none"> ➤ Collection of all manuals and booklet. ➤ Workshop. ➤ Preparing of compendium of generic drugs and creating library for all reports and studies.
8.	Smt. Anuja Agarwal, Procurement Assistant, RHSDP	<ul style="list-style-type: none"> ➤ Preparation of pamphlets booklets and brochures of RMSCL. ➤ Assisting in equipping of all drug warehouses with Racks and other required equipment.
9.	Dr. Hemant Sharma, Medical Technologist, RHSDP	<ul style="list-style-type: none"> ➤ Incharge, EPMC ➤ To assist ED (Procurement) for procuring, medical equipments & other equipments.
10.	Sh. Arvind Singhal, Consultant, RHSDP	<ul style="list-style-type: none"> ➤ Facility based Drugs Distribution Center. ➤ Preparing of database.
11.	Dr. Kalpana Vyas, Officer HMIS, RHSDP	<ul style="list-style-type: none"> ➤ Assisting Executive Director and Dr. P.C. Ranka in relevant activities of RMSCL
12.	Sh. Jitendra Singh Chauhan, Jr. Actt., RHSDP	<ul style="list-style-type: none"> ➤ All payments, budgetary issues of RMSCL. ➤ Getting approval of funds from state government. ➤ Opening and maintaining P.D. A/c. ➤ Bank Account. ➤ Collection of data/figure of expenditure incurred for procurement of drugs by Directorate of Medical & health, under RPFM Scheme, NRHM, MMJRK, Medical Education, RHSDP and reimbursement to State Govt. employees.
13.	Dinesh Sharma, Cashier, RHSDP	<ul style="list-style-type: none"> ➤ Maintaining cash book. ➤ Preparing of bills/vouchers for payment ➤ All banking and cash transactions.
14.	Sh. Kuldeep Parashar	<ul style="list-style-type: none"> ➤ Ascertaining Civil work. ➤ Furnishing of drug ware house.
15.	Sameer Mehenot, C.A., RHSDP	<ul style="list-style-type: none"> ➤ Preparation of Company Accounts. ➤ Certificate of Commencement of business. ➤ Compliance of all tax laws ➤ Filing all necessary tax return.

16.	Sh. Vikas kumar, Consultant (I.T.)	Identifying suitable software for networking among all drug warehouses and its procurement. Ensure availability of computers & networking at all drug warehouses. Preparing of website of RMSCL.
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~~Apart from above, two pharmacists will be provided from NRHM, who will assist in procurement of drugs. Four computer operators from NRHM and five class IV persons will also be provided by SSPO.~~

All officials are advised to undertake their respective responsibilities immediately.


Managing Director
RMSC

Copy to :-

1. P.S. to PHS
2. P.S. to MD, RMSC
3. P.S. to ~~MD~~, RHSDP
4. All concerned officers
5. Guard File


Executive Director
RMSC